

**MINUTES OF THE BOARD MEETING
OF THE BRISTOL COUNTY WATER AUTHORITY**

**Monday, November 23, 2015
450 Child Street, Boardroom, Warren, RI**

Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Klepper at 6:00 pm, 450 Child Street, Boardroom, Warren, Rhode Island.

Executive Director Pamela Marchand, Legal Counsel Joseph Keough and the following Directors were in attendance at the commencement of the meeting:

William Gosselin, Joel Hellmann, John Jannitto, Allan Klepper, Georgina Macdonald, Raymond Palmieri, Sr.

Directors Absent: Paul Bishop, Bradford Louison, Frank Sylvia

Chairman Klepper stated that former Director Ian Morrison had passed away and his services will be held tomorrow, 11/24/15.

1. Public Input

Director Palmieri asked the Board to consider moving agenda items O & P – Strategic Plan, to a separate meeting. Director Palmieri made the following motion seconded by Director Hellmann

MOTION: Move the Strategic Plan to the December Board Meeting.

Motion passed unanimously.

2. Pension Investment Review – Gene McCabe

The Chairman introduced Mr. McCabe of Washington Trust who presented BCWA's investment performance report. Current BCWA assets total \$4,795,511. Investment Performance for FY 2015 - Total Fund was 7.9%, Common Stocks 10.8% and Bonds at 2.8%.

Chairman Klepper asked Directors if they had any questions concerning the report to please contact the Executive Director. The Chairman thanked Mr. McCabe for his report.

3. Minutes

Director Palmieri made the following motion seconded by Director Hellmann

MOTION: To approve the minutes of the 10/28/15 Board Meeting.

Director Macdonald added a correction to the minutes.

Director Palmieri amended the motion to include the correction.

Motion passed unanimously as amended.

4. Executive Directors Report

Executive Director P. Marchand stated she would be meeting with the Department of Health tomorrow for inspection of the Fountain Avenue Tank. The installation of the mixing system in the tank has been completed.

Have received some information from Swansea Water concerning an interconnection – there appears to be a potential of 1 MGD, depending on the season. Union Contract has not been issued, the Union had some issues which the lawyers are reviewing. BCWA will be having a GIS technical support person come in for 3 – 4 days to help us with integration of the GIS and work order management programs.

Director Macdonald questioned the IT report – 20% of our customers have signed up for BCWA's on-line portal – what is BCWA doing to encourage the remainder of our customers to sign up? Executive Director P. Marchand stated that upgrades to CUSI and Elements will be installed during the next several months. There are issues with the portal, it's not as functional as we would like and BCWA will be going out to bid for a new portal.

Director Macdonald questioned why our new computer does not support on-line payment. Finance Manager M. Champagne stated that our software does not support the on-line payment, except for a charge. Various payment methods will be included in the new customer portal. Director Macdonald asked for a diagram for the December meeting showing the lack of functionality and a time-line solution.

5. Financial Report

Finance Manager M. Champagne stated that Revenues are up 3.21%. Draft of O&M Budget will be ready for the December Meeting. A Financial Committee Meeting will be held before the December Board Meeting.

Director Palmieri asked if there are any employees retiring within the next year. M. Champagne stated that 3 employees will be retiring in 2016.

Director Gosselin asked about the new tier system for our bill paying. Executive Director P. Marchand stated that an analysis must first be completed, the new tier system should be revenue neutral and may be implemented by March.

6. For Action: Interconnections with East Providence Water Department

Executive Director P. Marchand stated that the Board had discussed moving forward on this project last month. BCWA received proposals from our engineering firms for the installation of the 16" interconnection and a design of the 24" pipeline to the Kent Heights Tank. Phase I to include connecting to the 16" main, full design, including all of the engineering fees through construction and permitting. Phase II is the cost of design only of the 24" pipeline to the Kent Heights Tank.

Chairman Palmieri stated that a key factor is to inform the Town Councils - the connection with a 16" line is important, it will give BCWA a backfeed from East Providence.

Executive Director P. Marchand stated that installing the 16" main could be done next year. After we see the design of the 24" pipeline, then we can move forward and apply for state matching funds said P. Marchand.

Chairman Klepper made the following motion seconded by Director Gosselin

MOTION: Generate an RFP for the design of Phase IA, the 16" connection, and Phase 1B, the 24" connection.

Motion passed unanimously.

The Chairman stated that the Board and our legislators want to move forward, the Board has a responsibility for obtaining an alternate water source.

Director Macdonald asked that the Town Councils and Legislators be notified of what we are doing.

7. Swansea Dam Study Proposal

Executive Director P. Marchand stated that BCWA owns the Swansea Dam, this dam is classified as a low hazard dam. A study was performed about the possibility of removing the dam, and found it may be feasible, but requires further studies of the effect downstream. RIWRB has not reimbursed us for the study.

Director Macdonald asked if BCWA could sell the dam. Legal Counsel J. Keough stated it could not be sold under the current law that states we must maintain that water source.

Director Macdonald made the following motion seconded by Director Gosselin

MOTION: Approve to spend up to \$25,000 for a study to justify removal of the Swansea Dam.

Motion passed unanimously.

8. Amend By-Laws – Joe Keough

Legal Counsel J. Keough stated he would like to amend the By-Laws to be the same as that of the State Legislation - approval of motions must have a minimum of 5 votes. Also, a motion taken at the October Board meeting was not legal, the motion passed with 4 votes.

Director Palmieri stated that Mr. Sousa must be informed that the motion was not valid, there must be another vote taken. Director Marchand stated that the project has moved forward based on the consensus of Board.

Director Hellmann made the following motion seconded by Director Macdonald

MOTION: Change BCWA's By-Laws to be in accordance with State Law, requiring a 5 member quorum and a 5 member vote, other than the 6 member required vote which is already outlined.

Motion passed unanimously.

9. GIS Technician – Temporary Hire

Executive Director P. Marchand stated that we have a temporary person working on our GIS program and integrating it with the work order program. The work is much more involved than initially anticipated, and we would like to hire her for a 2 year period as a Temporary GIS Technician to complete the integration, and then work on the asset

management program, rather than hiring a consultant. She will only be eligible for medical benefits.

Director Gosselin made the following motion seconded by Director Jannitto

MOTION: To budget for a temporary GIS employee at \$20.00 per hour.

Director Palmieri stated he does not want this position to become a full time position.

Motion passed 5 to 1, Director Macdonald voted Nay.

10. Policy Non-Paper Bills - Update

For information only.

11. Warren Paving Policy

The Board had objected to the new Warren Paving Ordinance. Meanwhile, an old paving agreement between the BCWA and Warren was found and Legal Counsel review it. Legal Counsel J. Keough stated he has spoken to the Warren Solicitor. At this time, National Grid has filed a complaint with PUC concerning the paving ordinance. Waiting for information from National Grid's attorney.

12. Poster Contest

Project Engineer S. Rabideau questioned if the poster contest should be resurrected.

Item to remain on the agenda.

13. Quarterly Charge-Offs – for information only.

Director Macdonald asked for an increase in the security deposits and a check on a customer's credit rating. The Director asked for a report of current bill, security deposit and future security deposit increases for the December meeting.

Chairman Klepper stated the Board would now be going into Executive Session. No action will be taken after except to seal the minutes and close the meeting.

Next schedule Board meeting will be December 30, 2015.

14. Litigation – RIWRB – Executive Session RIGL 42-46.5(2)

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To enter Executive Session –Litigation – RIWRB - RIGL 42-46.5(2)

Motion passed unanimously.

The Board entered Executive Session at 8:00 pm.

The Board returned to open session at 8:30 pm.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To seal the Executive Session minutes.

Motion passed unanimously.

Director Jannitto made the following motion seconded by Director Gosselin

MOTION: To adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 8:30 pm.

Raymond Palmieri, Sr.
Secretary